



Chesterton's European Market

2018 Vendor Application

Please read the information below regarding rules of operation and application instructions before signing and remitting the application.

Savor the Day. Bask in the Ambiance. Enjoy the Experience.

Market Information

Chesterton's European Market premiered in 2003. The event is organized and promoted by the Duneland Chamber of Commerce. The Market is held in historic downtown Chesterton every consecutive Saturday beginning the first Saturday of May through the last Saturday of October. Market hours are 8:00 am to 2:00 pm. This rain or shine event is held in the parking lot of the Duneland Chamber of Commerce at 220 Broadway, on the first block of 3rd Street and in Thomas Centennial Park. The Market attracts merchants selling a broad array of goods, including ethnic and gourmet foods, baked goods such as artisan breads and pastries, spices, organic produce, fresh flowers, produce from local farmers and orchards, rare books, cheeses, handmade soaps, lotions and oils, jewelry, candles, pottery, clothing and fashion accessories, toys, fine art, pet products and much more. Our Market management team is committed to providing the best customer and merchant experience available while maintaining a professional and organized artisan's market.

Rules of Operation

I. Application Process

- Chesterton's European Market is a cash and carry only market. This means that products must be purchased on site and paid for at the time of purchase. No order-taking is permitted, due to the fact that the Chamber cannot guarantee payment from the customer or provision of product from the merchant – a situation which could lead to a poor reflection of the Market experience for those involved in the ordering process.
- All potential and current merchants must remit an application on an annual basis and provide a full list of products intended to sell for the entire season. **Merchants needing to edit/add to their approved list must contact the Market Manager.** The European Market is a juried Market. The Market Jury consists of community and Chamber members who decide upon the quality and types of products needed at the Market. The Market reserves the right to disallow any merchant not following regulations and may ask any merchant to not sell any particular items.
- Merchants are not required to be seasonal and may come, once approved, as they are able and as space limitations within the Market allow. All applicants must remit availability for the entire season at the time of application.
- All approval is on a tentative basis, and merchants are required to follow Market rules and regulations.
- All new vendors for the upcoming season are on a trial basis and will not be allowed to be seasonal until the following year. New vendors can be asked not to come back if their product or booth set up is not up to standard of the European Market.

All Vendors MUST provide proof of insurance with their application.

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II. Booth Space

- Booth space is 10 feet x 10 feet and is designated by numbers. The Market Management will notify each merchant of his/her booth assignment before arrival.

Additional booth spaces may be rented upon Market Director's approval. This request must be noted on your application or given at least 1 week in advance. Extra spaces may not always be available, depending on occupancy of the market.

- The European Market can accommodate up to 95 merchants and sells out on the vast majority of weekends. **Each applicant must submit his/her availability for the entire season at the time of application.**
- Merchants **must have proper weights and will NOT** be allowed to set up without them. Merchants can be asked to leave the market.

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III. Set Up, Take Down at the Market

- Set up takes place as early as 5:30 am. **Merchants are required to be set up and ready to sell by 7:45am. All Vehicles must be out of the market space no later than 7:30am.**
- The Market Manager will keep track of No Calls/No Shows and late cancellations, which may result in suspension. We want to make sure that the market maintains a robust roster for the majority of the season, and when there are No Shows, we then lose the ambiance of the market.
- Vehicles are not permitted on park grounds. All vehicles are to be unloaded and out of the parking lot and 3rd St. by 7:45am. Barricades are put in place for the safety of shoppers and merchants, and can only be moved by Market employees.
- **Parking on Broadway or other businesses' parking lots is extremely prohibited and merchants in violation risk market suspension.** Merchants may **ONLY** start take down at 2pm. Please be courteous and safety-conscious while doing so. Merchants are required to break down boxes when disposing of them.
- **Do not pull vehicles into any lots until all merchandise is packed up first.** This will be strongly enforced. This will allow for less congestion.

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IV. Weather Cancellations

- The European Market is every Saturday, May through October, 8am to 2pm. We are a rain or shine market; thus, we will not be closed unless the weather threatens danger to merchants and shoppers. If the weather does omit danger and the market director cancels the market before 2pm **it is not an option for anyone to remain in the parking lots/parks, you must pack up and leave the market area.**

If the market is closed due to weather, you may not continue to sell your product, as the market will officially be closing for that day. Dangerous weather is defined as; lightening, hail, or any other weather that would cause injury to merchants and shoppers.

If the market is canceled due to weather **before 11:30 am.** merchants are not required to pay for their booth rental for that day, however if the market is closed **AFTER 11:30** booth rental is still due the day of the market. **Seasonal vendors who have prepaid for the season** will receive a credit of \$45 towards ONE of our holiday markets.

The Market Director and Chamber staff, always values the safety of the public, merchants and staff when determining whether to cancel the market. If the market cancels before opening on a market day, this will be communicated via email, on Facebook, Twitter and our vendor texting program. Delays in set-up will also be communicated in the for mentioned ways. You may also contact our Market Director directly.

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V. Market Courteousness

- Hawking, outcries, or other methods of attracting the attention of customers is prohibited. The European Market is a high-end shopping experience and requires merchants to maintain their appearance, proper hygiene, quality product presentation, respectful conduct and language to shoppers, management and each other. Smoking and drinking alcoholic beverages within each booth space or other merchants' booth space is prohibited.
- **Any merchant who smokes and is located in the Chamber parking lot and on Food Avenue is required to go completely behind the Chamber building. All other merchants must be far enough away from other booth spaces as not to disrupt their business. Please be courteous to other non-smoking merchants, their merchandise and customers.**
- Merchants are required to keep their area clean and free of debris. Merchants must dispose of any water in the park and **not down manholes in the parking lot.**
- Merchants may only sell their merchandise within their allotted space.
- Merchants must comply with all current state, city, county licensing and laws (i.e. Health Department, Tax ID.)

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VI. Fees, Seasonal and Regular Merchants

• Booth rental for a regular 10X10 space is \$45 weekly, \$50 for electricity and \$40 for farmers and Chamber members. ***Seasonal merchants receive an 8% discount for their booth fees for the entire 26-week season as well as guaranteed booth space location and promotion on the market’s website. Remission of payment must be made prior to start of market.**

• Semi-seasonal vendors who commit to at least 13 weeks and remit payment for their booth fee before beginning of market will receive a 5% discount.

2018 Seasonal Merchant Fee Structure				
Chesterton’s European Market	Seasonal Fee	8% Discount	Electricity Fee	TOTAL
Seasonal Merchant (\$45x26weeks)	\$1,170	\$94		\$1,076
Seasonal Merchant w/ electricity	\$1,170	\$94	\$130	\$1,206
Farmer/Chamber Member Seasonal Merchant (\$40x26weeks)	\$1,040	\$83.20		\$956.80
Farmer/Chamber Member Seasonal Merchant w/ electricity	\$1,040	\$83.20	\$130	\$1,086.80
Semi Seasonal Merchant (\$45x13weeks) 5% Discount	\$585			\$585.00

• Non-Seasonal merchants may fill out requested dates but are not guaranteed due to limited spaces. Seasonal and semi-seasonal vendors will be allocated their spaces first.

• After receiving confirmation guaranteeing your dates for the market, non-seasonal vendors are allowed to change dates with advanced notice but if the vendor calls off at any time they will still be charged the \$40/\$45 for that booth space.

• Tent rental is \$10 per day rented, regardless if seasonal or regular merchant. Tents are rented on a first come basis. Privileges of renting tents can be revoked if tents are returned damaged.

• **Checks can be made payable to Chesterton’s European Market.**

Chamber Membership for Vendor’s only (Optional)

- This membership has been created for vendors of the European Market only. Vendors who become Duneland Chamber members receive the following benefits:
 - A \$5 discount off of each Saturday’s booth rental. A total value of (26 weeks with a \$5 discount equals a \$130 discount for the season.
 - Listing in our website
 - Listing in our online member directory
 - A membership discount card that can be used at over 75 businesses!
 - Listing in our Chamber Express eblast
 - Mention of your business on the Market’s social media accounts, Facebook, Twitter, Instagram
 - Placement in the new Market only eblasts for vendors and customers.

Membership Dues Schedule

(Dues are based on full-time employees - Part-time employees are combined to equal 40 hour full-time employment)

Dues are from January –December and are prorated after April 1st

1-4.....	\$275	26-49.....	\$825
5-8.....	\$325	50-74.....	\$1,060
9-15.....	\$425	75-99.....	\$1,470
16-25.....	\$620	100+.....	\$1,630

Home Based Business \$275 Charitable & Service Organizations.....\$275

Community Supporter Minimum Donation \$100 (tax deductible)

Second Business.....50% off *(MULTIPLE BUSINESS OWNER DISCOUNT* Full dues paid by Business with greatest number of employees. Additional business receives 50% off their dues (based on # of employees at that location.)*

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If you are running late, need to cancel or have any questions, please contact the Market Manager, Jacqueline Thomas at 219-243-0452/via email Jacqueline@dunelandchamber.org or the Duneland Chamber of Commerce via (219) 926-5513.

Thank you for your cooperation!

Warmly,



Chesterton's European Market 2018 Vendor Application

Application Instructions:

Thank you for reviewing our rules & regulations and for your interest in being a part of Chesterton's European Market. We respect your privacy and any information provided will not be distributed. Applications may be faxed to (219) 926-7593 or mailed to 220 Broadway, Chesterton, IN 46304.

Name

(Please Print) _____

Business Name _____

Email Address _____

I would like to receive the vendor only newsletter. (includes news, special events and other fun tidbits)

Yes _____ **No** _____.

Address _____

City _____ **State** _____ **Zip** _____

Phone _____

Secondary Phone _____

I have included a copy of my State Tax ID _____

I have included a copy of my proof of insurance (required) _____

I have included a copy of my health department permit (For food Vendors/ Farmers. Required at the time of application submission, no exceptions.) _____

Seasonal Merchant (26 weeks) _____

Semi-Seasonal (13 weeks) _____

Regular Merchant _____

***Please provide availability for 2018 season. Booth space is not guaranteed for non-seasonal merchants.

Your Availability: In the spaces below, please mark your availability for the 2018 season of the Chesterton's European Market. Please **CHECK** the dates that you are available to attend.

Seasonal Merchants: It is assumed that you will attend every weekend of the season to receive 8% discount. Please indicate otherwise no penalties will apply.

Semi-Seasonal: You must commit to at least 13 Saturday's to receive a 5% discount and must remit payment prior to beginning of market to guarantee your space.

Regular Merchants: Please note that indication of your selected weekend does **NOT** guarantee that space is available.

May:

- 5
- 12
- 19
- 26

June:

- 2
- 9
- 16
- 23
- 30

July:

- 7
- 14
- 21
- 28

August:

- 4
- 11
- 18
- 25

September:

- 1
- 8
- 15
- 22
- 29

October:

- 6
- 13
- 20
- 27

I hereby verify that the above information is true and accurate. I have read, understand, and agree to all provisions in the market rules and acknowledge to only sell the products listed and approved by the jury. I acknowledge the sole authority of the Jury and Market Management to enforce & interpret policies and procedures. If accepted, I agree to represent the European Market to the best of my ability.

Signature: _____ Date: _____